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NATIONAL CIVIL SERVICE LEAGUE

15 FIFTH AVENUE, NEW YORK, N.Y. 10016, MUrray Hill 9–3544

A nonpartisan nonprofit citizens' organization founded in 1881 to promote efficiency in the public service.

December 6, 1963



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Dear Mr. McCone:

The National Civil Service League is pleased to advise you that we are once again planning our annual presentation of Career Service Awards to ten outstanding employees of the Federal government.

Your Agency's past support of this program, President Kennedy's enthusiastic endorsement, his meeting with Award winners, and the great prestige that accompanies the recognition accorded recipients, has made this annual League function one of the true highlights of Washington activities.

The positive success of this program would not be possible without the personal cooperation of persons of high responsibility. We are hopeful that you will help us make this, the tenth annual Career Service Awards program, the most successful to date. We would be pleased if you would encourage participation of your Agency by nominating some of your highly qualified men and women for the 1964 Career Service Award. Additional information is carried in the enclosed announcement. A supply of these will be forwarded to the personnel facilities of all the departments and agencies.

A dinner honoring the ten award winners and the Federal service is scheduled for April 14, 1964, at the Sheraton-Park Hotel in Washington, D. C. We hope you will mark your calendar and plan to join with us that evening in honoring exemplary public service and in bringing greater recognition to the outstanding achievements of the dedicated people in the Federal government.

Sincerely,

Nicholas Kelley President

Hon. John A. McCone
Director, Gentral Intelligence Agency
Washington 25, D. C.

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Career Service Awards

TENTH ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS



National Civil Service League 1881-1964

Career Service Awards

The National Civil Service League, a nonpartisan citizens' organization for good government, announces its Tenth Annual Career Service Awards Program.

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

The Award

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

Basis of Selection

1. Efficiency and achievement

A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.

2. Character

A record of integrity and devotion to the principles of public service.

3. Service

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression.

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Nomination of Candidates

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field and overseas as well as in the departmental service, are eligible. Nominees must be employed in one of the career services of the Federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their records must be clearly identified as career employees who are making government service their lifework.

What to Submit

No more than three employees may be nominated by each agency or department. Nominations must be submitted in triplicate with two photographs (8 x 10 glossy) and include:

- 1. A cover sheet containing:
 - a. The following pertinent data about the employee:

Name, title and grade Organizational location Residence address Date and place of birth Length of government service Marital status; number, ages, and names of children Education and degrees

- b. A brief description of the service record of the nominee.
- c. A summary paragraph setting forth the substantive achievements which qualify the candidate for consideration.
- 2. A written statement no more than three additional pages in length containing:
 - a. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
 - b. Human interest factors especially related to the career service.
 - c. Comments on the nominee's participation in professional societies, social welfare, civic, and church activities.

Supplemental material may be attached in support of the nomination, but the foregoing statement should stand on its own.

Closing Date

Nominations must be submitted by January 17, 1964 to the Awards Board, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on April 14, 1964.

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A special board appointed by the Officers and Board of Directors of the National Civil Service League will serve as judges.

Nicholas Kelley, President
Robert L. Johnson, Chairman of the Council

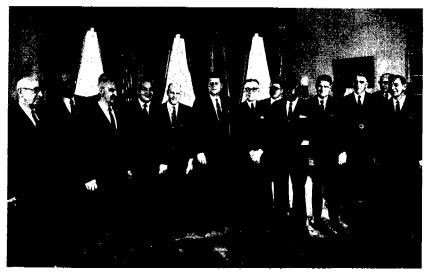
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President Kennedy receives the Award Winners and League officers at the White House.

THE WHITE HOUSE, WASHINGTON, D. C., MARCH 26

"TO THE WINNERS OF THE CAREER SERVICE AWARD OF THE
NATIONAL CIVIL SERVICE LEAGUE I SEND WARM EXPRESSIONS
OF GRATITUDE. THE NATION HAS GOOD REASON TO BE PROUD
OF THE EXCEPTIONAL ABILITIES YOU HAVE APPLIED IN YOUR
PRODUCTIVE YEARS OF SERVICE AND YOUR VITAL ROLES IN
SHAPING AND HOVING OUR COVERNMENT PROGRAMS. ALL CITIZENS SHOULD BE REASSURED TO KNOW THAT THE DEMANDING
PROBLEMS THAT CONFRONT OUR GOVERNMENT ARE BEING MET
WITH KNOWLEDGE, IMAGINATION, AND LEADERSHIP. THE
WIDE RANGE OF YOUR ACHIEVEMENTS EXEMPLIFIES THE

"THE NATIONAL CIVIL SERVICE LEAGUE, BY ITS SELECTION AND ACCLAIM OF OUTSTANDING AWARD WINNERS, MADE A VALUABLE CONTRIBUTION TO BETTER FUBLIC UNDERSTANDING OF OUR CAREER SERVICE. MY BEST WISHES FOR CONTINUED SUCCESS IN THEIR ENDEAVORS GO TO GRAEME C. BANNERMAN, CAPTAIN HEWLETT R. BISHOP, AUGUST C. HARN, DR. G. K. HARTMANN, ARTHUR C. LUNDAHL, NICHOLAS J. OGANOVIC, DR. HILDRUS A. POINDEXTER, JAMES J. ROWLEY, FRANK A. TAYLOR, AND WILLIAM H. WEATHERSBY."

GREAT VARIETA POTOS VENICATION FOR CLASSIC STATE OF THE CARREST IN THE FEDERAL SERVICE.

JOHN F. KENNEDY'

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